

Message Text

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ORIGIN TRSE-00

INFO OCT-01 EA-03 ISO-00 /004 R

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DRAFTED BY: TREASURY:OS:GWCOE:CCH

APPROVED BY: EA/IMS:ECINGRAHAM

EA/IMS:MR DORNHEIM

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R 132123Z APR 76

FM SECSTATE WASHDC

TO AMEMBASSY MANILA

LIMITED OFFICIAL USE STATE 086514

FOR USADB

FOLLOWING REPEAT STATE 086514 ACTION JAKARTA 09 APR

QUOTE

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E.O. 11652: N/A

TAGS:

SUBJECT: ADB MEETING - ADMINISTRATIVE ARRANGEMENTS

1. TREASURY DEPUTY ASSISTANT SECRETARY JOHN A. BUSHNELL
WILL HEAD TREASURY PARTY TO ATTEND THE ASIAN DEVELOPMENT
BANK ANNUAL MEETING, APRIL 22-24, 1976. PARTY LIST AND
ARRIVAL TIMES WILL BE TRANSMITTED SEPTTEL.
 2. REQUEST ASSIGNMENT OF CONTROL OFFICER FOR VISIT AND
CABLE NAME AND PHONE NUMBERS (BUSINESS AND HOME) TO TREAS-
URY, WASHINGTON, STAN SHAPIRO.
 3. HOTEL ACCOMMODATIONS HAVE BEEN MADE THROUGH ADB WASH-
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- INGTON AT THE BOROBUDUR HOTEL. REQUEST PRE-REGISTRATION OF
PARTY. PLEASE CABLE ROOM ASSIGNMENTS TO MR. SHAPIRO.
4. ADMINISTRATIVE CONTROL ROOM - IF CONVENIENT TO MEETING

SITE, PLEASE PROVIDE OFFICE AT EMBASSY EQUIPPED WITH TYPEWRITER, OFFICE SUPPLIES, BAR LOCK FILE CABINET AND ACCESS TO COPYING MACHINE AND SMALL CONFERENCE FACILITIES. IF EMBASSY SPACE IS UNAVAILABLE, PLEASE PROVIDE ONE DOUBLE ROOM AT THE BOROBUDUR HOTEL WITH BEDROOM FURNITURE REMOVED.

ARRANGEMENTS: ONE (1) TABLE, SIX (6) CHAIRS, ONE (1) TYPING STAND WITH CHAIR, ONE (1) ELECTRIC TYPEWRITER, ONE (1) COPYING MACHINE (PREFER XEROX 3100), OFFICE SUPPLIES, ONE (1) FOUR DRAWER BAR LOCK CABINET, GENERAL INFO ON HEALTH, MEDICAL AND LAUNDRY SERVICES, PLACES OF INTEREST, RESTAURANTS, ETC., AND ELECTRIC TRANSFORMERS IF NEEDED.

REQUEST LINE TO EMBASSY SWITCHBOARD, IF EMBASSY DEEMS PRACTICAL. REQUEST OFFICER AND CLERICAL SUPPORT ON DUTY IN THIS ROOM DURING NORMAL WORKING HOURS AND ON CALL AT OTHER TIMES.

PLEASE ADVISE ASAP NAME OF MEETING SITE AND TRAVEL TIMES FOR HOTEL/MEETING SITE, HOTEL/EMBASSY AND EMBASSY/MEETING SITE.

5. GROUND TRANSPORTATION: PLEASE PROVIDE TWO (2) LIGHT OR MEDIUM SEDANS FOR SUPPORT OF PARTY DURING VISIT. DRIVERS SHOULD SPEAK ENGLISH AND BE FAMILIAR WITH CITY AND ITS ENVIRONS.

6. FUNDING: MR. JON GAASERUD IS AUTHORIZED TO MAKE ADMINISTRATIVE ARRANGEMENTS FOR ALL PARTY MEMBERS. BUDGET AND FINANCE OFFICER WILL PAY EXPENSES APPLICABLE TO TREASURY AND RENDER AN ACCOUNTING TO MR. GAASERUD FOR PAYMENT APPROVAL. EXPENDITURES WHICH CANNOT BE DETERMINED BEFORE DEPARTURE MAY BE APPROVED BY CATEGORY FOR SUBSEQUENT ACCOUNTING. FUNDING CITATION AND ADDITIONAL INFORMATION PROVIDED SEPTEL. CITATION COVERS OPERATIONAL EXPENSES INCLUDING TDY MARINES, IF NEEDED. NO TREASURY REPRESENTATIONAL EXPENDITURES MAY BE INCURRED WITHOUT REPEAT WITHOUT LIMITED OFFICIAL USE
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SPECIFIC AUTHORIZATION OF MR. GAASERUD.

7. REPRESENTATIONAL EVENTS: PLEASE DO NOT REPEAT NOT SCHEDULE BLACK TIE EVENTS FOR THIS VISIT.

8. PLEASE SLUG RESPONSE FOR SHAPIRO. KISSINGER UNQUOTE KISSINGER

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<< END OF DOCUMENT >>

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